

Department of General Services  
New Hire/Reinstatement Appointment Documents

**PRE-EMPLOYMENT DOCUMENTS**

Pre-employment documents must be submitted and approved PRIOR to the employee's first day of work.

DOCUMENT NAME	ADDITIONAL INFORMATION
<a href="#">VERIFICATION OF SOCIAL SECURITY NUMBER</a>	If the employee does not provide a social security card, access the Social Security Number Verification System online.
<a href="#">ESSENTIAL FUNCTIONS HEALTH QUESTIONNAIRE (STD 910)</a>	Must be received in PTU prior to appointment or within 5 days of start date.
<a href="#">MEDICAL EXAMINATION (STD 610)</a>	Only if the class requires a medical exam. Must be approved by the SPB Medical Officer/OHR Medical Coordinator prior to employee's start date.
<a href="#">EMPLOYEE ELIGIBILITY VERIFICATION (I-9)</a>	New employees will not be allowed to work until I-9 has been received in PTU.
HIRE ABOVE MINIMUM REQUEST (DGS OHR 906)	Only if requesting to offer incumbent a salary that exceeds the minimum of the class. Must be approved by OHR Chief prior to making a commitment to the employee.
<a href="#">STATEMENT OF ECONOMIC INTEREST (FORM 700)</a>	Required for classifications designated under DGS Conflict of Interest Code.

**APPOINTMENT DOCUMENTS**

These documents are due to your OHR Specialist within 5 working days after the employee's date of hire.

DOCUMENT NAME	ADDITIONAL INFORMATION
ABMS - QUICK EMPLOYEE ENTRY	Must be done before submitting appointment package to PTU.
SIGNED APPLICATION (STD 678)	Must be submitted with appointment package. (With the exception of POST and BID)
<a href="#">CALPERS MEMBER RECIPROCAL SELF-CERTIFICATION FORM (PERS-CASD-801)</a>	
<a href="#">DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS (STD 243)</a>	
<a href="#">DGS' ANTI-DISCRIMINATION POLICY (AO 15-01)</a>	Employee shall read and retain pages 1-8. Sign and submit page 9 to OHR.
<a href="#">DGS' LACTATION ACCOMMODATION (HR MEMO 16-014)</a>	For Ziggurat based employees, <a href="#">read additional information</a> on reserving a Wellness Room.
<a href="#">DGS' SEXUAL HARASSMENT MEMO (AO 15-02)</a>	Employee shall read and retain pages 1-6. Sign and submit page 7 to OHR.
<a href="#">DGS' WORKPLACE VIOLENCE PREVENTION POLICY (AO 09-01)</a>	All employees are required to attend Workplace Violence Prevention training. No longer every two years thereafter.
<a href="#">EMERGENCY INFORMATION/PHYSICIAN DESIGNATION (DGS OHR 20)</a>	
<a href="#">EMPLOYEE ACTION REQUEST EAR (STD 686)</a>	
<a href="#">EMPLOYEE ASBESTOS NOTIFICATION (STD 250)</a>	Required for employees working in a building containing asbestos.
<a href="#">EMPLOYEE STATE DISABILITY QUESTIONNAIRE (Online SPB – 131 Voluntary)</a>	Must inform the new to State employees and current employees who have a status change that the survey is now available online from any computer.
<a href="#">INCOMPATIBLE ACTIVITIES STATEMENT</a>	

Department of General Services  
New Hire/Reinstatement Appointment Documents

DOCUMENT NAME	ADDITIONAL INFORMATION
<a href="#">MILITARY SERVICE CREDIT (PERS MSD 369A)</a>	
<a href="#">MILITARY SERVICE DECLARATION (STD 912)</a>	
<a href="#">OATH OF ALLIGIANCE (STD 689)</a>	
<a href="#">OATH OF OFFICE (STD 688)</a>	Exempt appointments only
<a href="#">STATE EMPLOYEE RACE/ETHNICITY QUESTIONNAIRE (CalHR -1070)</a>	Employee's response is voluntary. If employee chooses not to self-identify, department is required to visually identify.
<a href="#">UNION INFORMATION PACKAGE</a>	Check in this box denotes the employee was given Union package, check MOU.
<a href="#">WORKERS' COMPENSATION GUIDE (SCIF E13546)</a>	

## BENEFITS DOCUMENTS

Documents listed below must be received by PTU by deadlines to ensure employee's benefits are effective timely. Days noted are counted from effective date of appointment.

### ***MUST BE RECEIVED WITHIN 15 DAYS OF APPOINTMENT DATE***

DOCUMENT NAME	ADDITIONAL INFORMATION
<a href="#">ANNUAL SICK LEAVE/VACATION ELECTION FROM (CalHR 875)</a>	Check MOU for eligibility.
<a href="#">CONSOLIDATED BENEFITS (COBEN) CASH ENROLLMENT ELECTION (STD 702)</a>	
<a href="#">DENTAL PLAN PACKAGE (STD 692)</a>	May be required if employee is changing CBID.
<a href="#">DEPENDENT ELIGIBILITY VERIFICATION CHECKLIST (CalHR 781)</a>	Must be submitted with HBD 12 and STD 692 when adding dependents.
FLEX ELECT FORM ( <a href="#">STD 701R</a> ) OR ( <a href="#">STD 701C</a> )	Cash option is only option available to PI employees.
<a href="#">GROUP LEGAL SERVICES INSURANCE</a> (use access code 10202soc)	PI employees are eligible to enroll.
<a href="#">HEALTH BENEFITS (HBD-12)</a>	Time base of half time or more. Both forms must be submitted together.
<a href="#">LIFE INSURANCE (STD 698)</a>	Automatic enrollment for non-represented employees with permanent tenure. Employee must complete if declining enrollment.
<a href="#">LONG TERM DISABILITY</a>	Non-represented employees with permanent tenure.
<a href="#">NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE NOTICE</a>	Required for new employees regardless of their health plan enrollment or eligibility status, within 14 days of the employee's hire date.
<a href="#">PREMIER VISION PLAN</a>	
<a href="#">SUMMARY OF BENEFITS AND COVERAGE NOTICE/ACA NOTIFICATION CHECKLIST (CalHR 782)</a>	Employees who average 130 hours of service per month. Must be given to every new employee within 14 hire or become eligible.

### ***MUST BE RECEIVED WITHIN 120 DAYS OF APPOINTMENT DATE***

DOCUMENT NAME	ADDITIONAL INFORMATION
<a href="#">ELECTION OF OPTIONAL MEMBERSHIP</a>	Exempt employees appointed by the Governor.
<a href="#">PART-TIME, SEASONAL AND TEMPORARY (PST) RETIREMENT BOOKLET</a>	
RETIREMENT BOOKLET-ACKNOWLEDGEMENT ( <a href="#">TIER 1/TIER 2</a> )	Permanent tenure is required